



AMERICAN EMBASSY VACANCY

VOUCHER EXAMINER/ACCOUNTING TECHNICIAN

The U.S. Embassy is recruiting for the position of Voucher Examiner/Accounting Technician to perform in-house billing; examine vouchers and claims for payments and prepare vouchers accordingly. A High School Certificate with accounting as main subject and a certificate in accounting from a technical organization is required. Applicants must have two to three years of previous experience in accounting, accounts receivable, vouchering, billing and collection. Good working knowledge of standardized book-keeping and accounting procedures; maintaining and reconciling accounting records. Applicants must have working knowledge of English and French and be highly computer literate (word processing, Excel and some knowledge of Access is required). Interested candidates must send their applications with copies of credentials to the Human Resources Office, 4th floor, Rogers House, Port Louis to arrive no later than close of business March 26, 2009.

